



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1900R.17  
RAP-22  
25 Oct 94

MARINE CORPS ORDER 1900R.17

From: Commandant of the Marine Corps  
To: Distribution List

Subj: SELECTED RESERVE TRANSITION BENEFITS (RTB) PROGRAM

Ref: (a) Public Law 484, 102nd Cong, 2d Sess (106 STAT 2712)  
(b) MCO P1040R.35A  
(c) MCO P1080R.38C  
(d) MCO P1900.16D  
(e) MCO P5512.11A

Encl: (1) Administration of Marines with 1 or more but less than 6 qualified years  
(2) Administration of Reserve Involuntary Separation Pay  
(3) Administration of Early Retirement Awaiting Pay at Age 60  
(4) Administration of Reserve Special Separation Pay  
(5) Privileges, Benefits, and Entitlements  
(6) Commonly Asked Questions and Answers  
(7) Definitions

1. Purpose. To provide comprehensive information, policies, and procedures for the Reserve Transition Benefit Program.

2. Background. Reference (a) provides legal authority for Reserve Transition Benefits. The program is designed to assist members of the Selected Marine Corps Reserve (SMCR) being involuntarily separated due to force shaping policy.

3. General. Transition benefits are available to members involuntarily separated from the Selected Reserve (to include Active Reserve (AR) Marines) after 1 October 1991. Benefits providing Reserve Involuntary Separation Pay (RISP), Reserve Special Separation Pay (RSSP), or Early Qualification for Retirement awaiting pay at age 60 are available to certain members separated or transferred from 11 March 1993 through 30 September 1999. This order incorporates the provisions provided in ALMAR 145/93 (CMC 241929Z May 93) and ALMAR 117/94 (CMC 311928Z Mar 94)

4. Policy

a. Transition Period. The Reserve Transition Benefits Program period is from 1 October 1991 through 30 September 1999. Applications may be forwarded to the appropriate approving authority 180 days prior to the involuntary separation date. As a safeguard, the commanding officer in an SMCR unit within a reasonable commuting distance of the involuntarily separating

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reservist will on a case by case basis approve transfer to his/her SMCR unit in an excess status a Marine who has not had an opportunity to apply for Selected Reserve Transition Benefits. The Marine will be retained in his unit for up to 90 days for the purpose of completing the Reserve Transition Benefit application of that reservist in the case of a unit deactivating or relocating. This transfer of the Marine to another RUC within a reasonable commuting distance of his residence for the purpose of completing the Reserve Transition Benefit application will only be done when the Marine was not given an opportunity to apply for Selected Reserve Transition Benefits at his unit that was deactivating or relocating. If the Marine's billet was lost due to reorganization he/she may be retained at the unit for up to 90 days for the purpose of applying for Reserve Transition Benefits with the approval of the unit commander (the Marine will not be retained past his requested retirement date). Marines applying for Early Retirement Awaiting Pay at age 60 will have up to 1 year (but no later than 30 September 1999) after the date of involuntary separation to apply for this benefit. Applications submitted from the IRR must be forwarded via the CG MCRSC and CG MARRESFOR to the CMC (MMSR-5).

b. Involuntary Separation. For the purpose of this program, involuntary separation is defined as discharge or transfer out of the Selected Reserve as the result of unit deactivation/relocation, reduction of unit strength due to billet loss (as directed by the CMC or CG MARRESFOR), or as the result of a change to policy established after 22 October 1992. Approval of benefits is contingent upon publication of a 5400 series reorganization bulletin, list of units affected by deactivation, re designation, or relocation published per the instructions per guidance contained in CMC message 171928Z or a change in a unit's Table of Organization (T/O).

c. Availability of Benefits. Benefits are available to Marines transferred out or discharged from the SMCR as a result of any of the following:

- (1) Billets which were relocated or deleted.
- (2) Units which were relocated or deactivated.
- (3) Those who retire due to imminent involuntary separation. (Marines who retire from the SMCR due to their unit deactivating, relocating, reduction of unit strength due to reorganization or loss of billet due to policy established after 22 October 1992)
- (4) Enlisted personnel who retire after 10 March 1993 due to service limitations of reference (b). Further

information is provided in references (c) through (e)

(5) Officers selected for Elimination from Active Status (EFAS) by board action. These individuals must meet RSSP qualifications.

d. Restrictions. Benefits do not apply to members who are separated due to any of the following:

(1) At the reservist's own request.

(2) Because the reservist does not meet qualification for membership in the SMCR.

(3) As a result of unsatisfactory performance or other adverse conditions (i.e., court martial and administrative discharge board).

(4) If the reservist qualifies for immediate eligibility for payment of other military retired pay or retainer pay.

(5) If the individual is eligible for separation pay due to involuntary separation from active duty (AR Marines who receives active duty separation pay)

(6) If the reservist did not accept an offered position of the same grade in the SMCR within reasonable commuting distance as defined in Marine Corps Order P1001R.1\_ (MCRAMM).

(7) If the reservist was not serving in the SMCR on or after 23 October 1992. (The reservist must serve in the SMCR for a minimum of 12 consecutive months to qualify for involuntary separation benefits.)

(8) If at the time of transfer or discharge, the reservist was not assigned to an SMCR position entitled to basic pay or compensation for IDT.

e. Benefits Available to Marines Involuntarily Separated from the SMCR for the period of 1 October 1991 to 10 March 1993. The following benefits (enclosure (1) contains specific policy guidance for the administration of this group of Marines) are available to qualifying reservists who are involuntarily separated from the SMCR from 1 October 1991 through 10 March 1993:

(1) Priority for affiliation with the SMCR for one year over other equally qualified applicants.

(2) 12 commissary visits per year for 2 years.

(3) Unlimited exchange privileges for 2 years.

(4) Continuation of @MGIB-Reserve (MGIB-R) benefits. Member must have a notice of basic eligibility for MGIB-R benefits at the time of transfer or separation.

(5) Marines with 1 or more but less than 6 years of qualifying service are eligible for those benefits contained in paragraphs 5e(1) through 5e(4) above. Enclosure (1) contains specific guidance concerning the administration of those individuals that fall within this category.

f. Benefits Available to Marines Involuntarily Separated from the SMCR from 11 March 1993 to 30 September 1999. The following benefits may be available to qualifying reservists who are involuntarily separated from the SMCR from 11 March 1993 through 30 September 1999:

(1) The benefits listed in paragraph 5e above [and],

(2) Reserve Involuntary Separation Pay (RISP)  
(Enclosure (2) contains specific policy guidance on the Marines who qualify for this benefit) or,

(3) Early Retirement awaiting pay at age 60  
(Enclosure (3) contains specific policy guidance on the Marines who qualify for this benefit) or,

(4) Reserve Special Separation Pay (RSSP)  
(Enclosure (4) contains specific policy guidance on the Marines who qualify for this benefit it).

g. Enclosure (5) contains specific policy guidance on privileges and entitlement. Commonly asked questions and answers about the Reserve Transition Program are contained in Enclosure (6). Definitions pertaining to the program are contained in Enclosure (7).

## 5. Action

a. Commandant of the Marine Corps (RAP) will manage the Reserve Transition Program.

b. CG MARRESFOR will establish administrative support teams on an as needed basis which will assist the unit 90 days prior to relocation or deactivations in order to process Reserve Transition Benefit applications. CG MARRESFOR will determine the necessity to send the teams back to the unit before relocation or deactivation.

c. The CG, MCRSC must utilize the guidance set forth in enclosures (1) through (7) for the administration of involuntarily separating IMA personnel. The CG, MCRSC will be responsible for initial issue of identification cards (DD Form (Reserve)), commissary cards (DD Form 2529), verifying accuracy of Career Retirement Credit Reports (CRCRs) and preparation of the Reserve Military Miscellaneous Pay Order (NAVMC 11200), as applicable for IMA personnel only.

d. SMCR units processing RTB applications must use the guidance set forth in enclosures (1) through (7) for the administration of involuntarily separating SMCR personnel. The SMCR unit will be responsible for initial issue of identification cards (DD Form 2 (Reserve) and (Reserve Retired if applicable)), commissary cards (DD Form 2529), verifying accuracy of Career Retirement Credit Reports (CRCRs) and preparation of Reserve Military Miscellaneous Pay Order (NAVMC 11200), as applicable for SMCR personnel only.

e. IRR personnel approved for transition benefits after being transferred from a SMCR unit to the IRR may report to any SMCR unit for the issuance of identification cards, commissary cards and preparation of the Reserve Military Miscellaneous Pay Order (NAVMC 11200), as applicable. IRR members should have in their possession a copy of the letter approving Reserve Transition Benefits, orders affecting the transfer to the IRR and a Direct Deposit/Electronic Fund Transfer Form, if eligible for RSSP, completed by a financial institution. The SMCR unit will utilize the information contained in MCTFS in completing the NAVMC 11200 If the Marine is eligible for RISP or RSSP. The CG MCRSC will be notified in writing by the SMCR unit on all action completed. A copy of the NAVMC 11200 will be forwarded to MCRSC and a copy given to the Marine concerned.

  
R. G. RICHARD  
By direction

DISTRIBUTION: PCN 10202731000

Copy to: 7000110 (55)  
8145005 (2)  
700093  
7000099, 144/8145001 (1)

ADMINISTRATION OF MARINES WITH 1 OR MORE BUT LESS THAN 6  
QUALIFIED YEARS

1. General. The following benefits are available to reservists who are involuntarily separated from the SMCR from 1 October 91 through 30 September 1999 with 1 or more but less than six qualifying years service:

a. Priority for affiliation with the SMCR equal to that of VSI/SSB Marines (over other equally qualified applicants).

b. 12 commissary visits per year for 2 years.

c. Unlimited exchange privileges for 2 years.

d. Continuation of MGIB-Reserve benefits. Member must have a notice of basic eligibility for MGIB-R benefits at the time of transfer or separation.

2. Administration of reservists with 1 or more but less than 6 qualifying years of service.

a. Final determination for involuntary separation status for Marines that fall within this category will be made by CG MARRESFOR for SMCR personnel and CMC (RAP) for IMA members.

b. Commanders must submit recommendations via the chain of command to the above respective approving authority, to include:

(1) Name, rank, SSN, MOS;

(2) ECC;

(3) Date joined SMCR

(4) Number of qualified years Marine has (audited and signed CRCR must be provided for each individual);

(5) Reason Marine should be considered for Reserve Transition Benefits.

(6) Information concerning availability of other billets; whether or not the Marine has been offered other SMCR positions and/or resides within reasonable commuting distance of an unit. Reservists still serving under their initial mandatory drilling obligations will be assigned to a SMCR unit that is within reasonable commuting distance of their home if one exists per guidance in ALMAR 083/94.

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Those Reservists transferred to another SMCR unit within a reasonable commuting distance of their home do not rate Reserve Transition Benefits since they have not lost their SMCR status. Reporting unit commanders are authorized to coordinate and approve all inter-unit transfers per paragraph 2403 of the MCO P1001R.1\_. Those mandatory participants not transferred to another unit because one does not exist within a reasonable commuting distance of their home, will be transferred to the IRR per guidance in ALMAR 083/94. In lieu of transfer to the IRR a Reservist may submit a request for: Interservice transfer to a Reserve or Active Component per MCO P1900.16\_ or request augmentation to active duty per MCO 1130.58\_).

(7) Permanent mailing address of Reservist (PMA).

(8) Indicate in letter if a 5400 series Marine Corps Bulletin (reorganization) or an ALMAR listing the affected units has been published per ALMAR 083/94. If the request is based on reorganization, include T/O and line number affected.

(9) Certified true copy of page 3, SRB/OQR for each Marine.

c. Unit Diary Reporting Procedures

(1) The CG, MARRESFOR will report Reserve Transition Benefits Program (RTB) data on SMCR unit Marines in MCTFS for those who qualify. CMC (RAP) will forward approval on IMA Marines to CMC (MI) for reporting in MCTFS. The correct RTB is X: Other (less than six years qualifying service).

(2) MARRESFOR will report the following entry on MGIB-R eligible Marines per paragraph 8062.5 of reference (c) prior to transfer or discharge: TTC/SEQ 906 000 RESERVE NEW GI BILL ELIGIBLE "T"?

(3) CG MARRESFOR is responsible to report all decisions on involuntary separation for SMCR members who fall within this category and CMC (RAP) for IMA members.

d. Make a page 11 service record entry (signed by the Marine) after approval is received from CG MARRESFOR: Date: I have been informed that I am being involuntarily separated from the SMCR on (Date) for (State Reason) and that I am entitled to Selected Reserve Transition Program Benefits (state program Marine is eligible for) authorized under the National Defense Authorization Act for FY93. These benefits were fully explained to me prior to separation or transfer. For members of the IMA, the CG, MCRSC will make the above service record book entry and

ENCLOSURE (1)

mail the page 11 via certified mail to the members's last known home address in MCTFS to be signed and returned to CG, MCRSC for inclusion in the member's service record.

3. When transferring Marines to the IRR without separation pay, use the reason: Code 2 (other) on the unit diary. A history statement shall be added to state: Involuntary Separation due to force reduction/reshaping.

4. If discharging Marines without separation pay, use the Separation Program Designator (SPD) code: LTU-Involuntary release as a result of unit deactivation, and absence of another unit within the geographical area. A history statement shall be added to read: Involuntary Separation due to (state reason)

5. Marines will be retained in their SMCR units until the approval/disapproval letter is received. The unit will file a copy of the approval letter on the document side of the service record book of the Marine. After the approval letter is received Marines will be transferred to the IRR or discharged as appropriate.

6. These Marines retain their entitlement to enlistment incentive payment(s) as long as they adhere to the requirements of a member of the IRR.

ENCLOSURE (1)



MCO 1900R.17  
25 Oct 94

SAMPLE LETTER REQUESTING BENEFITS FOR RESERVISTS WITH 1 OR  
MORE BUT LESS THAN 6 QUALIFYING YEARS SERVICE

1900  
code  
date

From: Commanding Officer (of. deactivating unit, member whose  
billet is loss due to change in policy) or CG MCRSC for  
IMA Members

To: Commanding General, Marine Reserve Force (7AA), 4400  
Dauphine Street, New Orleans, LA 70146-5400 or  
Commandant of the Marine Corps (RAP) (for IMA members  
only), Headquarters, U.S. Marine Corps, 2 Navy Annex,  
Washington, DC 20380-1775

Via: Chain of Command

Subj: REQUEST FOR BENEFITS FOR MEMBERS WITH ONE OR MORE BUT  
LESS THAN SIX QUALIFYING YEARS SERVICE

Ref: MCO 1900R.

Encl: (1) Roster of Marines eligible for Reserve Transition  
Benefits  
(2) Audited and signed CRCR for each Marine  
(3) Certified true copy of page 3, SRB/OQR for each  
Marine

1. Per the reference those Marines listed in enclosure (1) are  
recommended for Reserve Transition Benefits due to (reason)  
based on the fact that they have one or more but less than six  
qualifying years service. I certify that the Marines listed in  
Enclosure (1) have not been offered another SMCR billet within a  
reasonable commuting distance of their home.

2. A 5400 Bulletin or an ALMAR has been published listing this  
unit as one of the affected units. The date time group of that  
message is \_\_\_\_\_

3. I certify the above mandatory participants do not live  
within reasonable commuting distance of another SMCR unit.

ENCLOSURE (1)

ROSTER OF MARINES ELIGIBLE FOR RESERVE TRANSITION BENEFITS

Rank						
Name						
PMA	SSN	MOS	Qual Years	ECC	Date Joined	SMCR
<hr/>						

ENCLOSURE (1)

SAMPLE APPROVAL LETTER FOR RESERVISTS WITH 1 OR  
MORE BUT LESS THAN 6 QUALIFYING YEARS SERVICE

1900  
code  
date

From: Commanding General, Marine Reserve Force, (G-1); or  
Commandant of the Marine Corps (RAP) (IMA members only)  
To: Commanding Officer (of deactivating unit, etc.); or  
CG MCRSC (IMA Members)

Subj: APPROVAL FOR BENEFITS FOR MARINES WITH ONE OR MORE BUT  
LESS THAN SIX QUALIFYING YEARS SERVICE

Ref: (a) Letter requesting benefits from unit concerned  
(b) MCO 1900R.\_  
(c) MCO P1080R.38\_  
(d) MCO P1070.12\_  
(e) MCO P1610.7  
(f) ALMAR 123/94 of 15 Apr 94  
(g) MCO P1000.6  
(h) MCO P1900.16\_

1. The request contained in reference (a) has been reviewed. Accordingly, per reference (b), the below listed Marines have been approved for Reserve Transition Benefits (RTB). Those Marines recommended in reference (a), but not listed below have not meet the prerequisites for benefits as outlined in reference

NAME	GRADE	SSN	MOS	QUALIFYING YEARS
Tad A. Smith	Sgt	123 44 5407	0151	4
Joe S. Marine	LCPL	555 55 5555	0121	3

2. You are directed to separate those Marines listed in paragraph 1 above within a reasonable time, normally 30 days from the date of receipt of this letter, per reference (c). The following specific guidance is provided:

a. If the Marine is transferred to the IRR, report on the unit diary the reason code of 112 (other) with a history statement: Involuntary separation due to force reduction or reorganization.

ENCLOSURE (1)

b. If the Marine is discharged due to expiration of current contract, cite the Separation Program Designator (SPD) code LTU-Involuntary release as a result of unit deactivation, and absence of another unit within the geographical area. A history statement shall be added to read: Involuntary separation due to force reduction/reorganization.

3. Request that MARRESFOR report the following unit diary entry for MGIB-R eligible Marines per paragraph 8062.5 of MCO P1080R.38C prior to transfer or discharge:

TTC/SEQ 906/000 - RESERVE NEW GI BILL ELIGIBLE T

4. Make a page 11 entry (signed by the Marine) after approval is received from CG MARRESFOR: Date: I have been informed that I am being involuntarily separated from the SMCR on (Date) for (State Reason) and that I am entitled to Selected Reserve transition Program Benefits (state program Marine eligible for) authorized under the National Defence Authorization Act for FY93. These benefits were fully explained to me prior to separation.

5. These Marines retain their entitlement to enlistment incentive payment(s) as long as they adhere to the requirements of a member of the IRR.

6. Assign conduct/proficiency marks (Corporals and below) per reference (d) or complete "EN" Fitness reports per reference as applicable.

7. Ensure the members service record is properly closed out per reference (d), Table 4-1, Rule 19 or 23, as applicable. Mail the closed out service record book to the Commanding General MCRSC (Marines transferred to the IRR) or Commandant of the Corps (MMSB-20), Headquarters, U.S. Marine Corps, 2008 Elliot Road, Suite 114, Quantico, VA 22134-5002 (Marines discharged).

8. Per reference (f) mail the member's health records (which includes both the health and dental records) to the Department of Veterans Affairs, Service Medical Records Center (SMCR), P.O. Box 150950, St. Louis, MO 63115-8950 with a Transmittal Record (NAVMC 941) that includes Name/SSN/Grade/Transfer or Separation date. For Marines transferred to the IRR, ensure a memorandum is placed in the medical records identifying length of Reserve obligation and a statement requesting that the health record be forwarded to the Commanding General, MCRSC per paragraph 3b of reference (f).

ENCLOSURE (1)

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9. For those Marines transferred to the IRR prepare orders per reference (g) citing this letter as authorization. Marines that are discharged will be issued an appropriate discharge certificate per paragraph 1101.2c(2) (c) of reference (h).

10. This Headquarters (7AA) will report the RTB eligibility code "X" in the Marine Corps Total Force System (MCTFS) for authorization for benefits. Ensure that this entry has posted prior to reporting the transfer on the unit diary.

11. Copies of this approval will be provided for each Marine concerned, document side of SRB/OQR, and unit files.

Copy to:  
CMC (RAP)  
CG MCRSC (PMD-11)  
Chain of command

ENCLOSURE (1)

CHECKLIST FOR MARINES WITH 1 OR MORE BUT LESS THAN  
6 QUALIFYING YEARS SERVICE

- \_\_\_ Member of Selected Reserve the preceding 12 months. Provide copy of page 3, SRB/OQR to document SMCR affiliation.
- \_\_\_ Involuntarily Separated from Selected Reserve.
- \_\_\_ 1 or more but less than 6 qualifying years service upon involuntary separation date. (Involuntary separation date is the date one is transferred from the SMCR due to unit deactivation, relocation, reduction in unit strength due to billet loss, unit reorganization or policy change)
- \_\_\_ No restrictions apply.
- \_\_\_ Member serving under initial drilling obligation and does not reside within reasonable commuting distance of another SMCR unit.
- \_\_\_ Notice of MGIB-R Basic Eligibility issued to member as required.
- \_\_\_ 5400 Bulletin published or ALMAR of affected units per guidance by CMC (RAP) (Date/Time Group of Message).
- \_\_\_ Data element X: ran in MCTFS (CG MARRESFOR ONLY).
- \_\_\_ ID Card and 2 commissary privilege cards issued to Marine (CO of unit concerned or CG, MCRSC for IMA members).
- \_\_\_ Request that MARRESFOR run the following unit diary entry for MGIB-R eligible Marines, prior to transfer or discharge:  
  
TTC/SEQ 906/000 - RESERVE NEW GI BILL ELIGIBLE T  
(Reference: MCO P1080R.38C, paragraph 8062.5  
(RESPRIM)
- \_\_\_ Certified true copy of orders indicating date of transfer to the IRR or discharge certificate given to Marine.
- \_\_\_ Page 11 service record entry completed.

ENCLOSURE (1)

ADMINISTRATION OF RESERVE INVOLUNTARY SEPARATION PAY (RISP)

1. General. Reserve Involuntary Separation pay is paid to a member of the SMCR who has been involuntarily separated from the SMCR with 6 years or more but less than 15 years of qualifying service.

2. Qualification for Reserve Involuntary Separation Pay (RISP). To qualify for RISP, the reservist must:

- a. Be involuntarily separated, and
- b. have 6 years or more but less than 15 years qualifying service, and
- c. be a member of the SMCR upon separation or transfer.

3. Computation of RISP. The amount of RISP is equal to 15% of the product of a member's years of service and an amount equal to 62 days of active duty base pay. The computation of for RISP is as follows:

Example of computation: A sergeant over 8 years total service for pay purposes (daily rate of active duty base pay is \$47.55 for a sergeant over 8) and a total of 1760 Retirement Credit Points is approved for discharge on 27 Aug 93, by the Secretary concerned. Compute RISP as follows: Divide total Retirement Credit Points 1760 by 360 = 4.89 years (computing to 3 decimal places rounding to 2 decimal places) x 15% x 62 x \$47.55 = \$2,162.43 RISP. In calculating years of qualifying service for this pay, a period for which the member has previously received separation or severance pay cannot be included in calculating years of qualifying service.

4. Administration of RISP for reservists with 6 years or more but less than 15 years "qualifying" service.

- a. Final determination for involuntary separation status for Marines that fall within this category will be made by CG MARRESFOR for SMCR personnel and by CMC (RAP) for IMA members.

ENCLOSURE (2)

b. Commanders must submit recommendations via the chain of command to the above respective approving authority, to include:

- (1) Name, rank, SSN, MOS;
- (2) ECC;
- (3) Date joined SMCR;
- (4) Number of qualified years Marine has (audited and signed CRCR must be provided for each individual);
- (5) Reason Marine should be considered for involuntary separation and/or RISP;
- (6) Information concerning availability of other billets; whether or not the Marine has been offered other SMCR positions and/or resides within reasonable commuting distance of a unit. Reservists still serving under their initial mandatory drilling obligations will be assigned to a SMCR unit that is within reasonable commuting distance of their home if one exists per guidance provided by ALMAR 083/94. Those Reservists transferred to another SMCR unit within a reasonable commuting distance of their home do not rate Reserve Transition benefits since they have not lost their SMCR status. Those mandatory participants not transferred to another unit because one does not exist within a reasonable commuting distance of their home, will be transferred to the IRR per guidance provided by ALMAR 083/94. In lieu of transfer to the IRR a Reservist may submit a request for: Interservice transfer to a Reserve or Active Component per MCO P1900.16\_ or request augmentation to active duty per MCO 1130.58\_. Non-mandatory participants will either be transferred to another SMCR unit within reasonable commuting distance of their residence or transferred to the IRR per guidance provided by ALMAR 083/94.
- (7) Permanent Mailing Address of Reservist (PMA).
- (8) Indicate in letter if a 5400 series Marine Corps Bulletin (reorganization) or an ALMAR listing the affected units has been published per ALMAR 083/94. If the request is based on T/O reorganization, include T/O and line number affected.
- (9) Certified true copy of page 3, SRB/OQR for each Marine.

ENCLOSURE (2)



5. An approval letter by the appropriate approval authority will be forwarded to immediate commander of the individual Marine. The chain of command will be provided a copy of the approval letter.

6. After receipt of approval letter the individual Marine applying for RISP will forward via his individual CO only to DFAS-KC, Reserve Pay Branch (FJV), 1500 E. Bannister Road, Kansas City, MO 64197-0001 the following items:

a. Certified true copy of RISP approval letter.

b. NAVMC Form 11200 requesting RISP (CO must include on form effective date of transfer or discharge, members total years of service, total qualified years of service, reason for form = Reserve Involuntary Separation Program, and total reserve retirement credit points). Marine will be provided a signed copy of the NAVMC 11200.

7. Unit Diary Reporting Procedures

a. The CG, MARRESFOR will report the RTB program eligibility code of L11 in MCTFS for those Marines who qualify. CMC (RAP) will forward approval on IMA Marines to CMC (RA) for reporting in MCTFS.

b. The CG, MARRESFOR will report the following entry on MGIB-R eligible Marines, per paragraph 8062.5 of MCO P1080R.38C prior to transfer or discharge: TTC/SEQ 906 000 RESERVE NEW GI BILL ELIGIBLE "T".

8. Make a page 11 service record entry (signed by the Marine) after approval is received from CG, MARRESFOR: Date: I have been informed that I am being involuntarily separated from the SMCR on (Date) for (State Reason) and that I am entitled to Selected Reserve Transition Program Benefits (state program Marine is eligible for) authorized under the National Defense Authorization Act for FY93. These benefits were fully explained to me prior to separation or transfer. For members of the IMA, the CG, MCRSC will make the above service record book entry and mail the page 11 via certified mail to the member's last known home address in MCTFS to be signed and returned to CG, MCRSC for inclusion in the member's service record.

9. When transferring Marines to the IRR with separation pay use, the reason Code 2 (other) on the unit diary. A History statement shall be added to state: Involuntary Separation due to force reduction/reshaping.

ENCLOSURE (2)

10. If discharging Marines with separation pay, use the Separation Program Designator (SPD) code: L11-Involuntary transfer from the Selected Reserve of a member of the Selected Reserve who has at least 6, but less than 15 years of qualifying years service for retired pay at age 60. A history statement shall be added to read: Involuntary Separation due to (state reason)."

11. The Marines applying for RISP will be retained in their SMCR unit until the approval/disapproval letter is received from CG MARRESFOR or CMC (RAP) and the NAVMC 11200 is forwarded to DFAS-KC. Once the approval letter is received, file the letter on the document side of the service record. The CG, MARRESFOR will report (or CG MCRSC for IMA personnel) the following unit diary entry for MGIB-R eligible Marines, per paragraph 8602.5 of MCO P1080.38C prior to transfer or discharge:

TTC/SEQ 906/000 - RESERVE NEW GI BILL ELIGIBLE T

12. These Marines retain their entitlement to enlistment incentive payment(s) as long as they adhere to the requirements of a member of the IRR.

ENCLOSURE (2)

SAMPLE LETTER REQUESTING RESERVE  
INVOLUNTARY SEPARATION PAY

From: Commanding Officer, (of deactivating unit, member whose  
billet is lost due to a change in policy); or  
Commanding General, MCRSC (IMA Members)  
To: Commanding General, Marine Reserve Force (7AA) or  
Commandant of the Marine Corps (RAP) (IMA members)  
Via: Chain of Command

Subj: REQUEST FOR RESERVE INVOLUNTARY SEPARATION PAY; CASE OF  
STAFF SERGEANT JOE A. LEATHERNECK 123 45 6789/0193 @USMCR

Ref: (a) MCO 1900R.\_

Encl: (1) Audited and signed CRCR  
(2) Certified true copy of page 3, SRB/OQR

1. Per the reference, the enclosure and the below listed  
information is submitted:

a. Name/Grade/SSN/MOS: Joe A. Leatherneck SSgt 123 45  
6789/0193 USMCR.

b. Expiration of current contract: 20 July 1994

c. Date joined SMCR: 2 June 1987

d. Permanent Mailing Address of Marine (PMA)

2. SSgt Leatherneck should be offered RISP due to the fact of  
(state reason i.e., unit deactivation, relocation, or change in  
policy, etc). I certify this Marine has not been offered  
another SMCR billet within a reasonable commuting distance.  
(Note: If the Marine is a mandatory participant, the CO must  
also certify that the Marine does not live within a reasonable  
commuting distance of another SMCR unit.)

3. A 5400 series Mcbul (reorganization), an ALMAR listing this  
RUC per guidance provided by ALMAR 083/94 has been published the  
date/time group of said message is \_\_\_\_

or

3. The Table of Organization (T/O) and line number deleted as  
the result of reorganization is: T/O\_\_\_\_, line number.  
Effective date of T/O\_\_\_\_\_

ENCLOSURE (2)

SAMPLE APPROVAL LETTER FOR RESERVISTS FOR RISP

From: Commanding General, Marine Reserve Force or Commandant of  
the Marine Corps (RAP) (IMA only)  
To: Individual Marine  
Via: Immediate Commander of Marine concerned or CG MCRSC  
(IMA Marines)

Subj: APPROVAL FOR RESERVE INVOLUNTARY SEPARATION PAY (RISP)

Ref: (a) Letter requesting benefits from unit concerned  
(b) MCO 1900R.

Encl: (1) Reserve Military Miscellaneous Pay Order (NAVMC  
11200)

1. Reference (a) recommended you for RISP. Per reference (b),  
you are qualified to receive RISP.

2. You must forward the below information via your immediate  
Commanding Officer only to the Commanding Officer, DFAS-KC,  
Reserve Pay Branch (FJV), 1500 E. Bannister Road, KC, MO 64197-  
0001:

a. Certified true copy of RISP approval letter.

b. NAVMC 11200 (enclosure (1)) requesting RISP (CO must  
include on form effective date of transfer to IRR or discharge,  
members total years of service, total qualified years of  
service, reason for form = Reserve Involuntary Separation  
Program, and total reserve retirement credit points.

3. Enclosure (1) is forwarded for your use in applying for  
for this benefit.

4. Other administrative guidance as required (see sample  
approval letter in enclosure (1) of this Order).

Copy to:  
CMC (RAP)  
CG, MCRSC (PMD-11)  
Chain of Command

ENCLOSURE (2)

CHECKLIST IN APPLYING FOR RISP

\_\_\_ Member of Selected Reserve the preceding 12 months. provide copy of page 3, SRB/OQR to document SMCR affiliation.

Involuntarily Separated from Selected Reserve.

\_\_\_ 6 or more qualifying years service but less than 15 qualifying years service at the involuntary separation date. (involuntary separation date is the date one is transferred or discharged from the SMCR due to unit deactivation, relocation, reduction in unit strength due to billet loss, unit reorganization or policy change)

\_\_\_ No restrictions apply.

\_\_\_ Member serving under initial drilling obligation and does not reside within reasonable commuting distance of another SMCR unit.

\_\_\_ Notice of MGIB-R Basic Eligibility issued to member as required.

\_\_\_ 5400 Bulletin published or ALMAR of affected units per guidance provided by ALMAR 083/94 (Date/Time Group of Message).

\_\_\_ Data element L: ran in REMMPS (CG MARRESFOR ONLY).

\_\_\_ ID Card and 2 commissary privilege cards issued to Marine (CO of deactivating unit).

\_\_\_ Request MARRESFOR run the following unit diary entry for MGIB-R eligible Marines, prior to transfer or discharge:

TTC/SEQ 906/000 - RESERVE NEW GI BILL ELIGIBLE T  
(Reference: MCO P1080R.38C, paragraph 8062.5  
(RES PRIM)

\_\_\_ Page 11 service record entry completed.

\_\_\_ Certified true copy of Orders indicating date of transfer to the IRR or discharge certificate given to the Marine.

\_\_\_ NAVMC 11200 completed. Copy provided to Marine concerned.

ENCLOSURE (2)

ADMINISTRATION OF EARLY RETIREMENT AWAITING PAY AT AGE 60

1. General. Early Retirement awaiting pay at age 60 is a benefit a member of the SMCR is entitled to if the member is being involuntarily separated from the SMCR with 15 or more but less than 20 years of qualifying service.
2. Qualification for Early Retirement awaiting pay at age 60. To qualify for Reserve Early Retirement, the reservist must:
  - a. Be involuntarily separated (to include medically unqualified personnel) from the SMCR;
  - b. Have 15 years but less than 20 qualifying years service, and (per 10 U.S.C. 1331 the last 6 qualifying years must be in a Reserve component during the transition period); and
  - c. The 15 years qualifying service must have been completed as of 1 October 1991 or after that date and before 1 October 1999.
3. Privileges, Entitlement and Benefits. The reservist will be entitled to "gray area" commissary, exchange and MWR privileges. The initial issue of the "gray area" reserve retired card and commissary privilege card will be issued by the unit. The applicant will utilize a certified true copy of the approval letter for Early retirement and their retirement orders as substantiating documentation. A copy of the approval letter from CMC (MMSR-5) will be forwarded to the CG MCRSC.
4. Administration of Reserve Early Retirement.
  - a. The request must be submitted by the individual Marine via the chain of command to CMC (MMSR).
  - b. Commanders endorsement will include:
    - (1) Name, grade, SSN, MOS.
    - (2) Information required by par 3018 of MCO P1900.16\_
    - (3) Reason the Marine should be considered for Early Retirement.
    - (4) Whether or not the Marine has been offered other SMCR positions within reasonable commuting distance.

ENCLOSURE (3)

(5) Audited and signed copy of the CRCR.

(6) Indicate in letter if a 5400 series MCBul (reorganization) or an ALMAR listing the affected units have been published per guidance provided in ALMAR 083/94 with date/time group of CMC message provided. If the request is based on T/O reorganization, indicate the T/O and line number affected.

5. For SMCR units, CG MARRESFOR shall determine if pending separation is involuntary and then forward to CMC (MMSR).

6. For IMA members, forward request via chain of command and CMC (RAP) to CMC (MMSR). CMC (RAP) will verify involuntary separation status. CMC (RAP) will then forward to CMC (MMSR).

7. CMC (MMSR) is the approval authority. CMC (MMSR) shall provide appropriate separation instructions and approval letter. CMC (MMSR) will forward the approval letter to the immediate commander of the Marine. A copy to will go to the chain of command. Note: Individuals approved for early retirement will not be allowed to affiliate with the SMCR at a later date.

8. Unit diary reporting. The CMC (MMSR) will forward approval on qualified Marines to CMC (MIF) for reporting in MCTFS. The correct RTB code for early retirement is: Q: Early Qualification for Retired Pay at Age 60 (involuntary separation). The SPD code give to these personnel is "TH" - Member of the Selected Reserve involuntary transferred from the Selected Reserve with at least 15 but less than 20 years qualifying years of service for retired pay at age 60.

9. Make a page 11 entry (signed by the Marine) after approval is received from CMC (MMSR): Date: I have been informed that I am being involuntarily separated from the SMCR on (Date) for (State Reason) and that I am entitled to Selected Reserve Transition Program Benefits (state program Marine eligible for) authorized under the National Defense Authorization Act for FY93. (If Early Retirement Awaiting Pay At Age 60 add this sentence to page 11, "I understand I will be mobilization eligible.") I understand if I did not apply for Early Retirement awaiting pay at age 60 at my retirement date I have one year from my separation date in which to apply for Early Retirement Awaiting Pay at Age 60. I understand that Early Retirement Awaiting Pay at Age 60 is the only RTB benefit I can apply for after my separation date. These benefits were fully explained to me prior to separation or transfer. For IMA members, the CG, MCRSC will make the appropriate service record

ENCLOSURE (3)

book entries and mail the page 11 by certified mail to the member's last known address in MCTFS for signature.

10. Medically unqualified personnel with 15 or more but less than 20 qualified years of service (the last 6 qualified years of the 15 must have been served in a Reserve component during the transition period) are eligible to request Early Retirement Awaiting Pay at Age 60. The member would not qualify for Early Retirement Awaiting Pay at Age 60 if the disability is the result of the member's intentional misconduct, willful neglect, or willful failure to comply with standards and qualifications for retention established by the Secretary of the Navy or was incurred during a period of unauthorized absence. MMSR-5 will request CMC (MI) report the Reserve Transition code "M" for a Selected Reservists who become medically disqualified for continued service after having completed at least 15 years but less than 20 years of qualifying service and following notification required under 1331(d) of Title 10, United States Code, are transferred to the Retired Reserve and qualified for retired pay at age 60.

11. Application for Early Retirement Awaiting Pay at Age 60 must be made within one year following the date on which the Marine becomes eligible to apply for transfer to the Retired Reserve under this program. The application may be submitted from the IRR or another SMCR unit. The Marine may rejoin his original SMCR unit at its new location however, the Marine must first serve at least 30 days in the IRR to trigger the involuntary separation requirement. The application for Early Retirement Awaiting Pay at Age 60 may then be submitted from his original unit at the new location.

ENCLOSURE (3)



SAMPLE REQUEST FOR EARLY RETIREMENT BY INDIVIDUAL

From: Individual Marine SSN/MOS USMCR  
To: Commandant of the Marine Corps (MMSR-5)  
Via: Chain of Command

Subj: REQUEST FOR EARLY RETIREMENT AWAITING PAY AT AGE 60

Ref: (a) MCO P1900.16\_  
(b) MCO 1900R.

1. Per references (a) and (b), I request Early Retirement Awaiting Pay at Age 60.
2. The below information is provided per references (a) and
  - a. Name, grade, SSN, and DOB:
  - b. My current mailing address is:
  - c. Desired date of transfer. (Per 5 U.S.C. 8301, the effective date of transfer must be the first day of the month.)

ENCLOSURE (3)

SAMPLE FIRST ENDORSEMENT OF CO FOR EARLY RETIREMENT  
AWAITING PAY AT AGE 60

FIRST ENDORSEMENT ON \_\_\_\_\_

From: CO of deactivating unit  
To: Commandant of the Marine Corps (MMSR-5)  
Via: Chain of Command

Subj: REQUEST FOR EARLY RETIREMENT AWAITING PAY AT AGE 60; CASE  
OF INDIVIDUAL MARINE

Encl: (1) Audited and signed copy of CRCR  
(2) Copy of all Reserve Retirement Credit Reports  
contained in members record  
(3) Copy of Officer Chronological Record of duty  
Assignments or Enlisted Record of Service

1. Enclosures (1) through (3) are forwarded per references (a)  
and (b).

2. This Marine (has) or (has not) been assigned to the inactive  
status list. If the Marine has been assigned include inclusive  
dates of assignment.

3. This Marine's ECC is \_\_\_\_\_

4. The reason this Marine should be considered for this benefit  
is (state reason, i.e., unit deactivation)

5. This Marine has not been offered another SMCR billet of the  
same grade within a reasonable commuting distance.

6. A 5400 series MCBul (reorganization) or an ALMAR listing  
this RUC per guidance provided by ALMAR 083/94 has been  
published. Date/time group of said message is \_\_\_\_\_

or

6. The Table of Organization (T/O) and line number deleted as  
the result of reorganization is: T/O\_\_\_\_\_, line number,  
effective date of T/O.

ENCLOSURE (3)

CHECKLIST FOR EARLY RETIREMENT AWAITING PAY AT AGE 60

- \_\_\_ Member of Selected Reserve the preceding 12 months before the member's Involuntary Separation date.
- \_\_\_ Involuntarily Separated from Selected Reserve
- \_\_\_ 15 or more qualifying years service but less than 20 qualifying years service.
- \_\_\_ Last 6 qualifying years in a reserve component (delete active component service in the computation of 20 qualifying years when determining last 6 years..)
- \_\_\_ (If application is submitted from the IRR or other SMCR unit is the application submitted within one year from the Marines involuntary separation date.)
- \_\_\_ Less than 60 years old
- \_\_\_ not currently receiving military retired pay or retainer pay
- \_\_\_ 5400 Bulletin published or ALMAR of affected units per guidance provided in ALMAR 083/94 (Date/Time Group of Message) or T/O and line number information provided if due to reorganization of unit.
- \_\_\_ No restrictions apply
- \_\_\_ Data element Q or M: reported in MCTFS by CMC (MI). (CMC MMSR-5 must pass on the names to CMC (MI))
- \_\_\_ "Gray Area" Reserve Retired ID Cards and commissary privilege card issued to Marine. (Co of Marine's unit)
- \_\_\_ Page 11 entry made

ADMINISTRATION OF RESERVE SPECIAL SEPARATION PAY (RSSP)

1. General. Reserve Special Separation Pay is a benefit a member of the SMCR is entitled to if the member is being retired at High-Year tenure or retired due to involuntarily separation. A member must have at least 20 qualifying years service at the date of involuntary separation in order to qualify for this benefit.

2. Eligible Personnel for RSSP Annuity. The following personnel are eligible to apply for RSSP:

a. Enlisted personnel subject to involuntary separation.

b. Enlisted personnel who have reached service limitations with a Reserve Retirement awaiting pay at age 60 retirement date between 11 March 1993 to 31 December 1994.

c. Officers selected for Elimination from Active Status (EFAS) by board action.

3. Qualification for RSSP. In order to qualify for RSSP, the following criteria must be met:

a. Selected Reserve status at time of retirement and for 12 months preceding retirement.

b. Less than 60 years old.

c. Completed at least 20 qualifying years (in accordance with 10 U.S.C. 1332) by 30 September 1999.

d. Apply for RSSP after 11 March 1993.

e. Request transfer to the Retired Reserve awaiting pay at age 60 after 11 March 1993.

f. The Marine must not be in a Retired Reserve awaiting pay at age 60 under 10 U.S.C. 1331(a) (completed at least 15 but less than 20 years).

ENCLOSURE (4)

g. Marines are not eligible to receive RSSP if the Marine is entitled to immediate payment of retired or retainer pay based solely on military service.

h. For service limitations, the Marine must have a Reserve Retirement date between 11 March 1993 to 31 December 1994 and also have reached service limitations by grade in accordance with MCO P1040R.35\_ as follows:

- (a) E-6 20 years total military service.
- (b) E-7 22 years total military service.
- (c) E-8 27 years total military service.
- (d) E-9 30 years total military service.

4. Computation of RSSP. Example of Computation of Annual Payments (for 5 installments paid once per year). A member, who was born 5 Jun 37, and who has 23 years 10 months of service, transfers to the Retired Reserve list 19 June 93 in the grade of E-8, and the Secretary concerned approves payment of RSSP. bears of service for RSSP purposes is 23 years (the 10 months are rounded down) . Basic pay for an E-8 with over 22 but less than 24 years of service is \$2,527.20. The member's RSSP installments are \$1,971.22 ( $2,527.20 \times 12 \times 6.5\%$ ). Pay an initial installment of \$1,971.22 on 19 June 93, with additional installments on 19 June 1994, 19 June 1995 and 19 June 1996. Since the member above will become 60 years of age during a year for which annual payment will be made, the annual payment for that year shall be paid on a prorated basis of one-twelfth of the annual payment for each full month between the date on which the payment is due and the date on which the member attains age 60.

5. Administration of RSSP

a. The request must be submitted by the individual Marine via the chain of command to CMC (MMSR-5).

b. The commander's endorsement will include:

- (1) Name, grade, SSN, MOS.
- (2) Information required by paragraph 3018 of reference (d).
- (3) Reason the Marine should be considered for RSSP.
- (4) Whether or not the Marine has been offered other SMCR positions within reasonable commuting distance.

ENCLOSURE (4)

(5) Audited and signed copy of the CRCR.

(6) Indicate in letter whether a 5400 series MCBul (reorganization) was published or ALMAR listing affected units per guidance provided by CMC (RAP) with date/time group of CMC message provided. If the request is based on T/O reorganization, indicate the T/O" and line number affected.

6. SMCR Unit Members

a. CG MARRESFOR shall determine if pending separation is involuntary for unit deactivations or billet loss and then forward to CMC (MMSR-5).

b. If the request is due to service limitation per MCO P1040R.35A, forward to CMC (MMSR-5).

7. IMA Personnel

a. Requests will be forwarded through the chain of command for involuntary separation to CMC (MMSR-5).

b. Service limitations request will be forwarded to CMC (MMSR-5).

8. Approval by CMC (MMSR-5)

a. Approval letter will be sent to the individual Marine by CMC (MMSR-5).

b. After receipt of approval letter, the individual Marine applying for RSSP will forward via his individual CO only to DFAS-KC., Reserve Pay Branch (FJV), 1500 E. Bannister Road, KC, MO 64197-0001 the following items:

(1) Certified true copy of RSSP approval letter.

(2) NAVMC Form 11200 requesting RSSP.

(3) Request from Marine for enrollment in Direct Deposit/Electronic Funds (DD/EFT) (annuity will not be paid unless enrolled in DD/EFT).

ENCLOSURE (4)

9. CMC (MMSR-5) will forward approval on qualified Marines to CMC (MI) for reporting in MCTFS. The correct RTB code for RSSP is: R: Special Separation Pay (involuntary separation)." The SPD code to be utilized for RSSP recipients is "TJ" - Member of the Selected Reserve involuntarily transferred from the Selected Reserve with at least 20 qualifying years of service for retired pay at age 60 and entitled to Special Separation Pay subject to Selected Reserve Transition Programs.

10. Make a page 11 entry (signed by the Marine) after approval is received from CMC (MMSR): Date: I have been informed that I am being involuntarily separated from the SMCR on (Date) for (State Reason) and that I am entitled to Selected Reserve Transition Program Benefits (state program Marine is eligible for) authorized under the National Defense Authorization Act for FY93. These benefits were fully explained to me prior to separation or transfer. IMA members, the CG, MCRSC will make the above service record book entry and mail the page 11 by certified mail to the member's last known address in MCTFS for signature.

11. The Marines applying for RSSP will be retained in their SMCR unit until the approval/disapproval letter is received from CMC (MMSR-5) and the NAVMC 11200 is forwarded to DFAS-KC. Also, the Marine must be retained until the approval of the basic retirement request from CMC (MMSR-5). The initial issue of the "gray area" reserve retired card and commissary privilege card will be issued by the unit. The applicant will utilize a certified true copy of the approval letter for RSSP and their retirement orders reflecting transfer to the retired reserve awaiting pay at age 60 as substantiating documentation.

ENCLOSURE (4)

MCO 1900R.17  
25 Oct 94

SAMPLE REQUEST FOR RSSP

From: Individual Marine SSN/MOS USMCR  
To: Commandant of the Marine Corps (MMSR-5)  
Via: Chain of Command

Subj: REQUEST FOR RETIREMENT WITH RESERVE SPECIAL SEPARATION  
PAY (RSSP)

Ref: (a) MCO P1900.16  
(b) MCO 1900R.\_\_\_\_  
(c) MCO P1040.35A (if reason for separation is service  
limitations)

1. Per references (a) and (b), I request to be considered for Reserve Special Separation Pay (RSSP) for involuntary retirement due to (state reason, i.e. service limitations contained in reference (c)).

2. The below information is provided per references (a) and

a. Name, grade, SSN, and DOB:

b. My current mailing address is:

c. Desired date of transfer. (Per 5 U.S.C. 8301, the effective date of transfer must be the first day of the month.)

ENCLOSURE (4)



SAMPLE ENDORSEMENT FOR RSSP

FIRST ENDORSEMENT ON \_\_\_\_\_

From: CO of affected unit or CG MCRSC for IMA Marine  
To: Commandant of the Marine Corps (MMSR-5)  
Via: Chain of Command

Subj: REQUEST FOR RETIREMENT AWAITING PAY AT AGE 60; CASE  
OF INDIVIDUAL MARINE

Ref: (a) MCO P1900.16D  
(b) MCO 1900R.

Encl: (1) Audited and signed copy of CRCR  
(2) Copy of all Reserve Retirement Credit Reports  
contained in members record  
(3) Copy of Officer Chronological Record of duty  
Assignments or enlisted Record of Service

1. Enclosures (1) through (3) are forwarded per references (a)  
and (b).

2. This Marine (has) or (has not) been assigned to the inactive  
status list. If the Marine has been assigned include inclusive  
dates of assignment.

3. This Marine's ECC is \_\_\_\_\_

4. The reason this Marine should be considered for this benefit  
is (state reason ie. unit deactivation).

5. This Marine has not been offered another SMCR billet of the  
same grade within a reasonable commuting distance.

6. A 5400 series MCBul (reorganization) or an ALMAR listing  
this RUC per guidance provided by CMC (RAP) has been published.  
Date/time group of said message is \_\_\_\_\_

or

6. The Table of Organization (T/O) and line number deleted as  
the result of reorganization is: T/O\_\_\_\_\_, line number,  
effective date of T/O.

ENCLOSURE (4)

SAMPLE APPROVAL LETTER FOR RSSP

1900  
RAP-22

From: Commandant of the Marine Corps (MMSR-5)  
To: INDIVIDUAL MARINE  
Via: Immediate Commanding Officer of Marine only  
  
Subj: RESERVE TRANSITION BENEFITS; RESERVE SPECIAL SEPARATION  
PAY  
  
Ref: (a) Public Law 102-484

1. You are eligible for Reserve Special Separation Pay (RSSP). You are eligible for this special pay because you will transfer to the Retired Reserve after 11 March 1993 and you were at maximum service limitations (or were involuntarily separated due to unit deactivation).

2. This is an annuity payable for 5 years from your date of retirement or the date you reach age 60, which ever comes first. Receipt of this annuity does not reduce the amount of retired pay to which you may be eligible at age 60.

3. Please coordinate with your unit commander. You must submit the following information via your unit commanding officer to DFAS-KC, Reserve Pay Branch (FJV), 1500 E. Bannister Road, Kansas City, MO 64197-0001:

a. NAVMC 11200 requesting RSSP for you.

b. Certified true copy of this letter.

c. Request from you for enrollment in Direct Deposit/Electronic Funds Transfer (DD/EFT)--the annuity will not be made unless you are enrolled in DD/EFT.

4. The below data has been determined to be applicable to you: (this paragraph only applicable for service limitation Marines)

Pay Entry Base Date  
Qualifying Service  
Total Military Service

5. You will not be retained over your requested transfer date to the Retired Reserve.

ENCLOSURE (4)

SAMPLE CHECKLIST FOR RSSP

\_\_\_\_ Selected Reserve status at time of retirement and preceding 12 months.

\_\_\_\_ Less than 60 years old.

\_\_\_\_ Completed at least 20 qualifying years upon separation (in accordance with 10 U.S.C. 332) by 30 Sep 99.

\_\_\_\_ Apply for RSSP after 11 Mar 93.

\_\_\_\_ Request transfer to the Retired Reserve awaiting pay at age 60 after 11 March 93.

\_\_\_\_ The Marine must not be in a Retired Reserve awaiting pay at age 60 under 10 U.S.C. 1331(a) (completed at least 15 but less than 20 years).

\_\_\_\_ Marines are not eligible to receive RSSP if the Marine is entitled to immediate payment of retired or retainer pay based solely on military service.

\_\_\_\_ For service limitations, the Marine must have a Reserve Retirement date between 11 March 1993 to 31 December 1994 and also have reached service limitations by grade in accordance with Marine Corps Order P1040R.35 as follows:

- (a) E-6 20 years total military service.
- (b) E-7 22 years total military service.
- (c) E-8 27 years total military service.
- (d) E-9 30 years total military service.

\_\_\_\_ 5400 bulletin published or ALMAR listing affected units per guidance provided by CMC (RAP) (date time group of message \_\_\_\_ or T/O and line number information provided if due to reorganization.

\_\_\_\_ No restrictions apply.

\_\_\_\_ CMC (MMSR-5) to CMC (MI) run data entry R.

\_\_\_\_ Page 11 entry made.

\_\_\_\_ Basic request for retirement received from CMC (MMSR-5).

\_\_\_\_ NAVMC 11200 completed. Copy provided to Marine concerned. Commissary card and ID card complete.

ENCLOSURE (4)

PRIVILEGES, BENEFITS AND ENTITLEMENT

1. General. The following benefits are available to qualifying reservists who are involuntarily separated from the SMCR from 1 October 1991 through 30 September 1999:

a. Priority for affiliation with SMCR for one year. Priority of affiliation equivalent to VSI/SSB Marines (over other equally qualified applicants).

b. 12 commissary visits per year for 2 years.

c. Unlimited exchange privileges for 2 years.

d. Continuation of MGIB-Reserve benefits. Member must have a notice of basic eligibility for MGIB-R benefits at the time of transfer or separation.

2. Retention in SMCR Unit. In order to ensure Marines are properly administratively processed for RTB Benefits SMCR Marines will be retained in their SMCR units until the approval letter is received from the applicable approval authority. The unit commander of a unit which has reorganized may extend the Marine for up to 3 months in the unit for the purpose of processing the RTB Benefits. If the unit has been deactivated or relocated a receiving unit commander within a reasonable commuting distance of the Marine may approve transfer of the Marine who has not been given an opportunity to apply for RTB benefits, to his unit for up to 90 days for the purpose of completing the RTB application.

3. Exchange, Commissary, and MWR. ID Cards and DD Forms 2529 (Commissary Privilege Cards) will be issued by the SMCR unit. ID card issuing guidance for Reserve Transition Benefit beneficiaries is listed below. Please note that eligible beneficiaries may simultaneously qualify for benefits from multiple sources of legal authority. As a result, qualifying individuals are authorized to carry multiple ID cards based on their DoD status.

a. A member separating from the SMCR under this program and transferring to the IRR or transferring to the Retired Reserve (awaiting pay at age 60), and his or her eligible dependents, shall be issued the appropriate DD Form 2 (RES) and DD Form 1173-1 per MCO P5512.11\_. The CO will also issue to these Marines, if appropriate, two DD Forms 2529 (Commissary Card), to cover the two year period of entitlement.

ENCLOSURE (5)

b. A member separated from the SMCR by discharge to civilian status, and his or her eligible dependents, will both be issued an over stamped DD Form 1173-1. The two year period of eligibility for Reserve, commissary and exchange privileges starts the day following the date of discharge. The expiration date in block 8 will be the end of the two year period. Block 10 (d) for service and status of sponsor, enter USMC/TA. On the face of the card, using red ink over stamped "TA" in one inch hollow blocked letters.

c. A member separating from the SMCR under this program, transferring to the IRR with subsequent discharge to civilian status prior to the end of his or her two years Reserve commissary and exchange period, and his or her eligible dependents, shall be issued the appropriate DD Form 2 (RES) and DD Form 1173-1 with the sponsor's discharge date as the expiration date. In addition the member and eligible dependents will also be issued a DD Form 1173-1 over stamped "TA" to complete any portion remaining on the two year Reserve commissary, exchange and MWR privilege period. The over stamped DD Forms 1173-1 will expire 2 years from the anniversary date of the member's transfer to the IRR. If appropriate, the member will also be issued a DD Form 2524 indicating the number of commissary visits remaining on his initial two year entitlement.

d. A member separating under the RTB program who is also a dependent of an active duty or retired with pay member, shall be issued the DD Form 1173 while simultaneously possessing any of the above cards to which the may be entitled.

e. Please note that only Reserves being discharged will need a DD Form 1173-1 over stamped "TA". Those members remaining in a Reserve component status, i.e., Gray Area Retired, Standby etc., will have access to their benefits as is normally provided for. Also, note that a DD Form 2529 is required in conjunction with the Reserve ID cards for commissary use. Further, that a treaty, Status of Forces Agreement (SOFA), or military base agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live overseas from using United States military facilities whether or not they have a valid ID card. Ensure that separating and retiring members are advised of these overseas restrictions.

f. Verification of Reserve Transition ID Cards is restricted to the parent service. These procedures will be incorporated in future changes to MCO P5512.11\_\_

ENCLOSURE (5)

4. Montgomery GI Bill-Reserve (MGIB-R) Benefits. Eligibility for educational assistance is contingent upon a members agreement to serve for six years in the Selected Reserve. Eligibility for educational assistance is terminated ten years after initial eligibility or when the members leaves the Selected Reserve whichever occurs first. Under current law, members who are separated from the Selected Reserve because of a physical disability, which was the result of willful misconduct, continue to be eligible for educational assistance after separation from the Selected Reserve. The objective of the transition provisions is essentially the same. A Selected Reservist, otherwise qualified for continued service, who is involuntarily separated (as defined above), will continue to be eligible for assistance.

a. A member of the Selected Reserve who has received a notice of eligibility for MGIB benefits, whose benefits have not been terminated for unsatisfactory participation, and who is involuntarily separated from the Selected Reserve will remain eligible for educational assistance until the end of the ten year period beginning on the date of the initial eligibility.

b. Assistance is also provided for Selected Reservists who qualified for active component GI Bill benefits after two years of active service and are now receiving a higher level of educational assistance due to their Reserve participation.

c. Marine Reservists approved for Reserve Transition Benefits who are eligible for the Montgomery GI Bill-Reserve (MGIB-R), continue to remain eligible to apply for benefits, provided their original 10-year entitlement period has not expired. The CG, MARRESFOR reports (CG MCRSC for IMA Marines) the following entry on the unit diary for MGIB-R eligible Marines, per MCO P1080R.38C prior to transfer or discharge:

TTC/SEQ 906/000 - RESERVE NEW GI BILL ELIGIBLE T

ENCLOSURE (5)

COMMONLY ASKED QUESTIONS AND ANSWERS

1. Q: Does the last 6 years of qualifying service in a Reserve Component requirement still apply to the 15 years Early Retirement awaiting pay at age 60?

A: Yes, the 6 years of qualifying service in a Reserve Component is still applicable to the 15 years Early Reserve Retirement per 10 U.S.C. 1331,1332.

2. Q: If I have 14 qualified years and 7 months into my 15th year and have 50 points in the first 7 months, do I qualify for Early Reserve retirement if I am being involuntarily separated?

A: No, not at the involuntary separation date. DoDINST 1215.7 dated 15 Oct 93 paragraph F.1 defines qualifying year as a full year (anniversary date to anniversary date) in which 50 joints are earned. However, you have one year passed your involuntary separation date to apply from the IRR or another SMCR unit. If you achieve 15 qualifying years from the IRR or another SMCR unit (and have the last 6 qualifying years in a Reserve Component) you will qualify to apply for Early Retirement Awaiting Pay at Age 60.

3. Q: How are the last 6 years qualifying service in a Reserve Component counted?

A: As provided in Comptroller General, File B-111930, 6 Nov 1952, there is no requirement that the last 6 years of qualifying Reserve component service be continuous. Any period of service as a member of a Regular component intervening between periods of Reserve service counted toward the 6-year requirement must be excluded in determining whether the member has the requisite 20 years of qualifying service for eligibility for Reserve Retirement. (Example: If a Marine has 5 years reserve service and then 12 years active component service, this Marine is not eligible for Early Retirement Awaiting Pay at age 60. This Marine must serve an additional 6 years in a reserve component to satisfy the last 6 year requirement. Paragraph 3011 of the MCO 1900.16 gives other examples.)

4. Q: If I am being involuntarily separated or retiring at High Year Tenure from the Individual Ready Reserve, do I rate RTB benefits?

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A: No, Public Law 102-484 of 23 Oct 92 legislated that RTB benefits were only available to members of the Selected Reserve being involuntarily separated.

5. Q: If I am an AR Marine and I am involuntarily separated, would I qualify for RTB?

A: Yes, an AR Marine is a member of the Selected Reserve.

6. Q: Is there any chance the last 6 qualifying years requirement may be deleted?

A: No, not at this time. Recent legislation reduced the requirement to 6 only during the transition period (to September 30, 1999). The requirement will go back to the last 8 years in a Reserve Component for Reserve retirement on 1 October 1999.

7. Q: I was promoted to Gunnery Sergeant (E-7) one year "ago." If I qualify for Early Reserve Retirement, can I retire as a Gunnery Sergeant?

A: No, Gunny, you have to serve one more qualified year. SECNAVINST 1820.2A dated 13 May 94 requires inactive duty members to serve the below length of qualified service in the applicable grade before one can retire at that grade:

E-1 - E-6	1 day
E-7 - E-9	2 years
WO-1 - CWO-5	30 days
O-1 - O-4	6 months
O-5 - O-8	3 years

(Note-SECNAVINST 1820.2A contains a waiver provision. SECNAVINST 1820.2A will allow CMC the discretion to waive the above time in grade requirements during the transition period if requested by the member.)

8. Q: I was recently promoted to First Sergeant. Currently there is no billet available for me at my SMCR unit. Do I rate RTB?

A: No, First Sergeant, you do not rate RTB. You were promoted out of a billet and do not meet the definition of involuntary separation under the RTB program.

9. Q: My unit was recently relocated and I was not offered an SMCR billet with another unit within reasonable commuting distance of my residence. Do I rate RTB?

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A: Yes

10. Q: My SMCR unit was recently reorganized and my billet was done away with; I was not offered another SMCR billet with another unit within reasonable commuting distance of my residence. Do I rate RTB?

A: Yes

11. Q: My SMCR unit was recently deactivated and I was offered another SMCR billet of the same grade within reasonable commuting distance of my residence. Do I rate RTB?

A: No, DoD policy (11 Mar 93 ASD Memo) restricts you from receiving benefits if you were offered another billet of the same grade with another SMCR unit within reasonable commuting distance.

2. Q: My unit was deactivated. I was offered a billet with another SMCR unit outside of a reasonable commuting distance. I decided to accept the offer. I have been joined to the unit and I have attended 2 inactive duty for training periods. The distance is too far for me to commute and I have decided to apply for RTB. Do I still rate RTB?

A: No, you are currently a member of an SMCR unit filling a valid T/O line number of an SMCR unit that is not deactivating or relocating. (Exception for members applying for Early Retirement awaiting Pay at age 60 due to the year grace period after their involuntary separation date.)

13. Q: I have received RISP payment. I have currently joined another SMCR unit. Do I have to pay back my RISP?

A: Yes, a recipient of RISP who later receives basic pay, inactive duty training compensation, or retired or retainer pay, shall have such pay, compensation, or retired pay reduced by 75 percent until the total reduction is equal the total RISP received.

14. Q: I am a Major who will be retired at service limitations of 20 years. Do I rate the RSSP annuity?

A: No, officers do not rate RSSP. (Exception: If you are an officer separated by an EFAS board, you would rate RSSP.)

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15. Q: I am a Master Sergeant who will be retired with 25 years total service. Do I satisfy the service limitation requirement of High-Year Tenure RSSP?

A: No, service limitations for an E-8 is 27 years total service. For service limitations, the Marine must have a Reserve Retirement date between 11 March 1993 to 31 December 1994 and also have reached service limitations by grade in accordance with Marine Corps Order P1040R.35 as follows:

- (a) E-6 20 years total military service.
- (b) E-7 22 years total military service.
- (c) E-8 27 years total military service.
- (d) E-9 30 years total military service.

16. Q: I am a Master Sergeant who will be retired with 27 years total service. I received my notification of eligibility for Reserve Retirement in 1989. I applied for Reserve Retirement on 2 December 1993 with a retirement date of July 1994. I am 45 years old. I have 25 qualified years of service. I am a member of a Selected Reserve unit. I am not receiving a military retirement or retainer pay. Do I qualify for RSSP High-Year Tenure annuity?

A: Yes, Public Law 102-484 and DoD policy guidance through (DFAS Item #C-20) DoDFMR Interim Change No. 39-93 dictate the below requirements must be met for RSSP High-Year annuity.

- a. Selected Reserve status at time of retirement.
- b. Less than 60 years old.
- c. Completed at least 20 qualifying years (in accordance with 10 U.S.C. 1332) by 30 September 1999.
- d. Apply for RSSP after 11 March 1993.
- e. Request transfer to the Retired Reserve awaiting pay at age 60 after 11 March 1993.
- f. The Marine must not be in a Retired Reserve awaiting pay at age 60 under 10 U.S.C. 1332(a) (completed at least 15 but less than 20 years).
- g. Marines are not eligible to receive RSSP if the Marine is entitled to immediate payment of retired or retainer pay based solely on military service.
- h. For service limitations, (High-Year Tenure RSSP)

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the Marine must have a Reserve Retirement date between 11 March 1993 and 31 December 1994 and also have reached service limitations by grade in accordance with Marine Corps Order P1040R.35 as follows:

- (a) E-6 20 years total military service.
- (b) E-7 22 years total military service.
- (c) E-8 27 years total military service.
- (d) E-9 30 years total military service.

17. Q: I am a Master Sergeant who will retire with 22 years total service. I received my notification of eligibility for Reserve Retirement on 10 January 1993. I applied for Reserve Retirement on 2 December 1993 with a retirement date of 1 July 94. I am 45 years old. I have 20 qualified years of service. I am a member of a Selected Reserve unit. I am not deceiving a military retirement or retainer pay. Due to unit reorganization (dated 1 February 1994), my billet is being deleted on 1 May 1994. Do I qualify for RSSP?

A: Yes, you have satisfied the DoD policy requirements in (a)-(g) in question 16 above. Since you are being involuntarily separated, you do not have to meet the requirement of service limitation in 16 (h)

18. Q: I have received my approval letter from the approval authority for RISP; when do I get my payment?

A: You don't get paid unless you take the following action: After receipt of approval letter, the individual Marine applying for RISP will forward via his individual CO only to DFAS-KC, Reserve Pay Branch (FJV), 1500 E. Bannister Road, KC, MO 64197-0001 the following items:

a. Certified true copy of RISP approval letter.

b. NAVMC form 11200 requesting RISP (CO must include on form effective date of discharge, members total years of service, reason for form = Reserve Involuntary Separation Program, and total reserve retirement credit points.

19. Q: I have received the approval letter from the approval authority for RSSP; when do I get my first payment?

A: You don't get paid unless you take the following action: After receipt of approval letter, the individual Marine

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applying for RSSP will forward via his individual CO only to DFAS-KC Reserve Pay Branch (FJU), 1500 E. Bannister Road, Kansas City, KS 64197-0001 the following items:

(1) Certified true copy of RSSP approval letter.

(2) NAVMC Form 11200 requesting RSSP.

(3) Request from Marine for enrollment in Direct Deposit/Electronic Funds (DD/EFT) (annuity will not be paid unless enrolled in DD/EFT).

20. Q: I have received my payment of RISP. When do I get another payment?

A: You don't. RISP is only one payment.

21. Q: I have received my initial payment of RSSP from DFAS-KC. My retirement date is 1 July 1994. I know I will receive 4 more payments for a total of 5 if I have retired between 10 March 1993 and 15 November 1994. When do I receive my next payment?

A: You will receive your next RSSP payment on 1 July 1995. However, if you retire after 15 November 1994, you will receive only one payment made by DFAS Kansas City.

22. Q: I have received RSSP payments. Do I have to pay back the RSSP when I receive retired pay at age 60?

A: No

23. Q: If I received my first RSSP payment, but not subsequent payments, who do I call?

A: First, call DFAS Cleveland 1-800-472-7098/7099. second, call (if necessary), Reserve Pay Branch Clerk responsible for RSSP DFAS-KC 1-816-926-7002. Third, call (if necessary) CMC (RAP) Action Officer responsible for RSSP 1-703-614-1941.

24. Q: How will RSSP and RISP be taxed?

A: 28%

25. Q: Who is the point of contact for RSSP payment problems?

A: DFAS Cleveland 1-800-472-7098/7099.

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26. Q. Who needs to be notified upon a RSSP member's death?

A: DFAS, Cleveland, OH

27. Q: If an RSSP member is deceased who, if anyone, receives his remaining payments?

A: No one. All payments stop upon death.

28. Q: How are RSSP payments made?

A: There will be 5 installments if your retirement date is between 10 March 1993 and 15 November 1994: first payment, DFAS Kansas City, MO remaining payments, DFAS Cleveland, OH  
If your retirement date is after 15 November 1994, one payment will be made by DFAS Kansas City, MO.

29. Q: If I lose my Commissary Card or my DD-Form 1173-1/TA, who re-issues the items? What proof do I need that I rate the benefit?

A: The nearest SMCR unit to your residence. The documents you need to present to that unit are: a photo ID, the approval letter presented to you for Reserve Transition Benefits, and the original orders from your' parent SMCR unit transferring you to the IRR, showing the effective date of the transfer.

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#### DEFINITIONS

1. Qualifying Year in a Reserve Component. Defined as a full anniversary year in which the member is credited with a minimum of 50 retirement credit points earned. (15 of those points must be membership points.) A Marine may also earn a qualifying year in the active component or reserve/active component if 50 or more membership points are earned.
2. Total Military Service. The sum of all periods of time during which an individual is a member of the Armed Forces. It includes all periods served under an enlistment/reenlistment agreement(s) and/or agreement(s) to extend.
3. Involuntary Separation. For the purpose of this program, involuntary separation is defined as discharge or transfer out of the Selected Reserve as the result of unit deactivation or relocation, reduction of unit strength due to billet loss (as directed by the CMC or CG MARRESFOR), or as the result of a change to policy established after 22 October 1992.
4. Involuntary Separation Date. The date one is transferred or discharged from the SMCR due to unit deactivation, relocation, reduction in unit strength due to billet loss, unit reorganization or policy change. Reserve Transition Benefits eligibility will be based on this date.
5. Reserve Involuntary Separation Pay. Is a lump sum paid to a member of the SMCR who has been involuntarily separated from the SMCR with 6 or more but less than 15 years of qualifying service. The lump sum will be based on a formula of qualifying years. A period for which the member has previously received separation or severance pay cannot be included in calculation years of qualifying service.
6. Early Retirement Awaiting Pay at age 60. A Selected Reservist will be deemed eligible for retired pay at age 60 contingent upon his or her transfer to the Retired Reserve. This benefit applies only to involuntarily separated Marines who have 15 but less than 20 qualified year between 1 October 1991 to 30 September 1999. This Marine must have been involuntarily separated from the SMCR after 10 March 1993. The Marine must have also served the last 6 years of qualifying service in a Reserve Component and be under the age of 60.
7. Reserve Special Separation Pay. If the retirement date is after 15 November 1994, it is a one-time payment for involun-

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tarily separated or service limitation Marines who are awaiting pay at age 60. If the retirement date is between 10 March 1993 and 15 November 1994, it is a 5 year annuity paid once a year for five years for involuntarily separated or service limitation Marines who are awaiting pay at age 60.

ENCLOSURE (7)